

The claims defining the invention are as follows:

1. A software questionnaire module which is adapted to be used online and permits a questionnaire to be distributed electronically, monitors deadlines and effects reminders where necessary and automatically collates and distributes results of a questionnaire to relevant users of the module.

2. A software module as claimed in claim 1 wherein the module is menu based and said menus are accessible to users required to answer the questionnaire as well as to authors of the questionnaire.

3. A software module as claimed in claim 2 wherein, where the term questionnaire appears on the menu, selecting that item will display all questionnaires on a screen which that user is entitled to access.

4. A software module as claimed in claim 3 wherein a questionnaire respondent can open a questionnaire and answer it on the screen.

5. A software module as claimed in claim 4 wherein a questionnaire author can either respond to a questionnaire or edit it or view the responses and run general reports.

6. A software module as claimed in claim 5 wherein respondents see only questionnaires that they are authorised to see while authors can also see those that they have authored.

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7. A software module as claimed in claim 6 wherein an author can define a title, a description and due date for a questionnaire, list questions and which users are to respond to the questionnaire.
 8. A software module as claimed in claim 7 wherein relevant users are automatically notified by email when a questionnaire is complete, when it is available for viewing, when it is published and also when it is near its due date.
 9. A software module as claimed in any one of claims 1 to 8 wherein either a total summary of the questionnaire can be provided or an author can choose to run customised reports based on groups of users.
 10. A software module as claimed in any one of claims 1 to 9 wherein an audit trail is generated which includes all actions on the questionnaire.
 11. A software module as claimed in any one of claims 1 to 10 wherein if an author is dissatisfied with the questionnaire response of any respondent then an email notification is generated and sent to that respondent to refill out the questionnaire.
 12. A software module substantially as herein described.